ATTACRACINT "A"

- 1. Between the release of the notice and 4 February 1962, these awards procedures would be followed:
 - a. To preclude unfair adventage to those who were able to file claimed proficiency between 4 February 1957 and 4 April 1957 but who have not eince changed anniversary dates through achievement, all maintenance awards will be limited to 4 per language as a maximum.
 - b. For personnel generally available for opportunities to be tested at headquarters, present procedures would continue between OTR and Career Boards, with the one restriction noted above.
 - c. For those not evailable to headquarters testing:
 - (1) Cureer Boards would be asked to identify by individual and language(s) those who should be afforded opportunity to be tested for awards purposes. These determinations can be fairly well made, with OFR assistance, because:
 - (a) OTR/RS has maintained individual cards on overseas employees reported — from periodic dispatches as studying foreign languages. These dispatches were submitted to OTR in accordance with par 2d agreement 25X1A as revised.
 - (b) QR/RS can match these cards against an QP current machine run of personnel not at bendquarters; match the eards of those now overseas or in the machine against a career designation roster; sert the eards and septi to 25X1A6a Cereer Boards for evaluation. The tentative list can be supplemented by Career Boards from their records.
 - (2) OTR/LAS would devise procedures for authorizing the mailing of chiestive tests and the convening of local

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SUBJECT : ATTACEMENT "A" (Cond't)

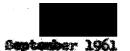
panels, may from headquarters, to evaluate speaking ability for each parson identified by Career Boards as a potential swardos. Test results would be channeled through LAS to the Registrar for swards consideration, as normally practiced.

2. After 4 February 1962, exceptions for amares consideration would be limited to 1b and 1c cases if the to testing backlog, or for 1 c cases if also due to unavailability of tests or panels.

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ATTACHMENT "TI"

TRAINIE



25X1A

LANGUAGE DEVELOPMENT PRODUM

- 1. On 4 February 1957, I announced the establishment of a Language Development Program. As then, I now express my personal conviction that all of us should have a working knowledge of at least a widely spoken language to increase our understanding of foreign people and ideas. Certain of us need command of more difficult languages, too.
- 2. We have made some progress in the menths since the language Development Program was established. Tested results are replacing claimed preficiencies in a language Qualifications Register. Operating Officials and Career Heads have been able to plan for more orderly acquisition of needed language training. Supervisors are recognizing their responsibility for directing employees to acquire languages of utility; formal course instruction is being taken even at some initial secrifice to the performance of other daily tasks. Many individuals, through voluntary efforts at headquarters and oversees, have exranged to prestice and improve their acquired proficiencies. These are all encouraging staps.
- 3. With the inception of the program, monetary swards were offered as a spur to developing an Agency reserveir of linguistic capabilities. As we approach 5 years of developmental effort, our program is now properly re-directed toward useful languages acquired by the individual in furtherence of his career. Now that language development is recognized as an element of career development, I feel that there is no longer a justification for mometary incentives and I am now identifying the noniversary date 4 February 1962 as the terminal date for authorizing cash exacts. Although this period of advence notice seems quite adequate, I appreciate that it may unduly penalise some, particularly those who may have achieved significantly but who will not have had an opportunity to be tested before the 4 February date. I am asking, therefore, that cognizance be taken of such cases so that reasonably equitable treatment will be afforded to all concerned.

ALLS V. DULLES Expector

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